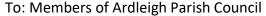
ARDLEIGH VILLAGE HALL



You are hereby summoned to attend the Meeting of the Trustees of Ardleigh Village Hall

(Ardleigh Parish Council is the sole Trustee of Ardleigh Village Hall)

to be held on Monday 10 February 2020, immediately after the Parish Council meeting, for the purpose of transacting the business as set out in the Agenda

Rachel Fletcher - Clerk Dated 5 February 2020 Rachel Fletcher

VH20/010 Chairman's Welcome

VH20/011 Apologies and reasons for absence

VH20/012 Declaration of Interests - to receive interests relating to items on the agenda

VH20/013 Minutes

To agree the accuracy of the Ardleigh Village Hall Minutes of 13 January 2020. (see

attachment)

VH20/014 Maintenance and Development

VH20/14.1 To update on progress towards planned development and refurbishment project funded by

GCG Environment Trust including timetable of works during February 2020 half term.

VH20/015 Health and Safety, including Fire Safety

VH20/15.1 To update on risk assessments and any actions required.

VH20/016 Village Hall Finance and Staffing

VH20/16.1 To receive the financial report on Village Hall accounts as at end January 2020 (see

attachment). To note that new mandate had been requested to allow the Clerk/ RFO to access

internet banking.

VH20/16.2 To agree and authorise the invoices to be paid. (See attachment- normally sent with

Ardleigh Parish Council papers).

VH20/16.3 To consider report and recommendations following the review of terms and conditions and

job description of the Cleaner/ Booking Clerk/ Caretaker (see confidential attachment).

VH20/16.4 To consider proposed budget for 2020-21.

VH20/017 Village Hall Bookings and operations

VH20/17.1 To provide verbal on hall bookings including online booking software.

VH20/018 Meeting Closure & Date of Next Meeting

Date of next meeting Monday 9 March 2020.